

# **FILLMORE COUNTY COMMISSIONERS' MINUTES**

**August 6, 2019**

This is a preliminary draft of the August 6, 2019 minutes as interpreted by the Clerk of the Board for use in preparing the official minutes. It is expected that there will be corrections, additions, and/or omissions before the final minutes are reviewed and officially approved by the County Board.

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The Board of County Commissioners of Fillmore County, Minnesota met in special session this 6<sup>th</sup> day of August, 2019 at 9:00 a.m. in the Commissioners' Board Room, Fillmore County Courthouse, in the City of Preston.

The following members were present: Commissioners Duane Bakke, Marc Prestby, Randy Dahl, and Mitch Lentz. Also present were: Bobbie Vickerman, Coordinator/Clerk; Andrew Hatzenbihler, Solid Waste Administrator; Terry Schultz, Building Maintenance Supervisor; Jessica Erickson, Director of Nursing; Cristal Adkins, Zoning Administrator; Ron Gregg, Highway Engineer; Lori Affeldt, Finance Director; Sarah Mensink, Account Technician; Kristina Kohn, Human Resources Officer; Jamie Fenske, Jail Administrator; Dave Kiehne, Recorder; Brett Corson, County Attorney; Heidi Jones, Auditor/Treasurer; Sheila Buenger, Account Technician Lead; Brian Hoff, Assessor; John DeGeorge, Sheriff; Don Kullot, Emergency Management; Bonita Underbakke; Karen Reisner, Fillmore County Journal; and Gretchen Mensink-Lovejoy, Republican Leader.

The Pledge of Allegiance was recited.

On motion by Prestby, seconded by Lentz, the Board unanimously approved the agenda.

On motion by Prestby, seconded by Lentz, the Board unanimously approved the following consent agenda items:

1. July 23, 2019 County Board minutes.
2. Request for use of Generator/Light Towers by City of Chatfield during Western Days

On motion by Lentz, seconded by Prestby, the Board unanimously approved the Commissioner warrants.

The Auditor's warrants were reviewed.

Andrew Hatzenbihler, Solid Waste Administrator, presented his proposed 2020 Solid Waste Department budget.

Cristal Adkins, Zoning Administrator was present.

Zoning Administrator Adkins reviewed the Floodplain Ordinance and FEMA maps with the Board.

Adkins noted the provided updates require very little change. The only item she felt should be removed is 610.11 #2c, explaining that the Zoning Department at this time does not issue a Certificate of Zoning Compliance, similar to a Certificate of Occupancy, unless requested.

Bakke made point that there are pieces of this that do not just effect the floodplain. Noting that there are new definitions and for example the Conditional Use Permit definition has changed as well.

Commissioner Bakke called the Public Hearing portion of the meeting for the updated Floodplain Ordinance and FEMA maps to order at 9:47 a.m.

Bonita Underbakke, citizen, noted that she supports the Board supporting this ordinance and maps. Hearing no further comment, the public hearing portion was closed at 9:50 a.m.

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On motion by Prestby, seconded by Lentz, the Board unanimously approved the updated Floodplain Ordinance and FEMA maps.

On motion by Dahl, seconded by Lentz, the Board unanimously approved an access permit for field drive for Dale Payne, section 13 of Beaver Township as recommended by the Highway Engineer and Zoning Administrator.

On motion by Dahl, seconded by Lentz, the Board unanimously approved an access permit for field drive for Kenneth & Janet Flugum, section 17 of Beaver Township as recommended by the Highway Engineer and Zoning Administrator.

Terry Schultz, Building Maintenance Supervisor, presented his proposed 2020 Maintenance Department budget.

On motion by Prestby, seconded by Lentz, the Board unanimously approved an access permit for property drive for Nathen Yutzy, section 34 of Bristol Township as recommended by the Highway Engineer and Zoning Administrator.

Cristal Adkins presented her proposed 2020 Zoning Department budget.

Jessica Erickson, Public Health Director of Nursing was present.

On motion by Dahl, seconded by Lentz, the Board unanimously approved the Memorandum of Agreement for the Evidence Based Home Visiting Expansion Grant.

Ron Gregg, Highway Engineer was present.

On motion by Dahl and seconded by Prestby, the following resolution was unanimously adopted:

**RESOLUTION 2019-031:** Milestone Materials 2019 Rock Contract final payment

Committee reports:

Lentz and Bakke – GIS presentations – Goodhue County and Schneider Geospatial (Beacon) presented at the Technology/Land Records/GIS Committee in regards to possible contracting for GIS services.

John DeGeorge, Sheriff was present.

Sheriff DeGeorge reviewed the Jail Inspection Report Issued by the Minnesota Department of Corrections pursuant to MN Statute 241.021, Subdivision 1. The Board briefly discussed options for the future of the Jail. Commissioner Bakke asked for Sheriff DeGeorge to set up tours of small jail facilities.

On motion by Prestby, seconded by Lentz, the Board unanimously approved the State of MN Annual County Boat and Water Safety Grant agreement renewal in the amount of \$2,097.00 for January 1, 2019 through June 30, 2020 as recommended by Sheriff DeGeorge.

On motion by Dahl and seconded by Lentz, the following resolution was unanimously adopted:

**RESOLUTION 2019-032:** State of Emergency Declaration for the July 18-19 flood event

Coordinator Vickerman noted that statute allows Board Chair to sign letters of emergency and the resolution to be presented at the next board meeting.

The Chair recessed the meeting at 10:53 a.m. and resumed back in session at 10:59 a.m.

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Kristina Kohn, Human Resources was present.

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Human Resources Officer Kohn presented the first reading of the draft updates to the "Work Hours and Attendance" policy. Bakke inquired about Labor Contracts being a part of this policy. Kohn stated an alternative section needs to be rewritten. She will bring the policy back for a first reading due to the request for changes.

Human Resources Officer Kohn presented the first reading of the draft updates to the "Distracted Driving" policy. She will bring the policy back for a second reading.

On motion by Dahl, seconded by Prestby, the Board unanimously approved to hire Brianna Reed as Support Enforcement Aide for Social Services, Child Support Division at Grade 7/Step 1, \$20.61/hour, effective August 12, 2019 as recommended by the Hiring Committee.

Following a lengthy discussion regarding statutory duties of the Auditor/Treasurer and a response letter from the County Attorney questioning the Labor Law Attorney's opinion, it was decided to table items 4 and 5 from the Human Resources agenda until the next Board meeting.

Bobbie Vickerman, County Coordinator was present.

Coordinator Vickerman discussed centralized purchasing and asked for clarification of allowed purchases.

The use of a program called Docu-sign was discussed for electronic signatures as recommended by the County Coordinator.

An update of the Veteran's Court Ceremony was given, noting that September 20<sup>th</sup> has been the date scheduled.

Vickerman provided an update regarding the Finance Department Transition, noting that the policies and procedures have been written and have been sent to the Labor Law Attorney for review.

Vickerman reported that the 2019 Audit is close to being completed. She noted that it has been a very thorough process and that general ledger entries are being made by the County with a final review by Cliffton Larsen Allen.

Discussion ensued regarding a recent hire of Sandy Solberg by the County Recorder without prior approval by the Board and without going through the process, which is not within the Recorder's authority. Vickerman noted that hiring Sandy Solberg does make sense as she is very experienced with abstracting, noting that it seems to be a good fit for both the employee and the County.

A motion was made by Prestby and seconded by Lentz, to approve the hiring of Sandy Solberg retro-actively up to 20 hours per week as needed as a temporary employee in the Recorder's Office at \$20.00/hour as recommended by the County Recorder. The Chair called for a vote: Commissioners voting "aye": Prestby, Lentz, and Bakke. Commissioners' voting "nay": Dahl. The motion prevailed.

A review of the calendar was done and the following committee reports and announcements were given: Discussed AMC Policy Committee Fall Conference and Annual Conference that are upcoming and asked who would be attending.

Planning Commission will hold a public hearing on August 22<sup>nd</sup>, to eliminate 604.05(9), the CER>65 restriction, from the Performance Standards in the Fillmore County Zoning Ordinance.

On motion by Lentz and seconded by Prestby the Chair adjourned the meeting at 12:44 a.m.